



# CODE CONNECTION

## Message from the Deputy Director

*Emory Rodgers – Deputy Director -Division of Building and Fire Regulation*



In this Code Connection we have listed the 2006 Jack Proctor Virginia Building Code Academy schedule of core and technical modules. We also will be holding training throughout 2006 on the new International Existing Building Code with USBC technical amendments; on accessibility for multi-family buildings and dwelling unit; on energy compliance; and, would plan to support several regional projects that could be on permit technician training and other specialized subject matter.

In this edition we have profiles on several new persons recently employed and on Ron Reynolds, our new Chief Engineer in the State Fire Marshal Office. We continue to experience vacancies, but are slowly returning to a full complement of staff. I personally want to welcome each new employee aboard or congratulate those promoted and would encourage our clients to say hello and get to know all our new and current staff.

The 2003 regulatory code update training is off to a good start with attendance to date numbering 2,000. We have implemented a new registration system that requires only a code enforcer to enter their driver's license or social security number that has made registration easy and provides a much more accurate database. In response to feedback from the 2000 code update training, we are doing a lot more sessions and will have make-up sessions through the rest of 2005 and into 2006. We have also tried to bring the code update training closer by having more training sites to reduce the travel time and to allow code officials to send their staffs to multiple locations. We will have make-up sessions this fall and early next year for the few of your staff members who have been unable to attend our code update training. We are not planning, however, to do tapes this time around that could be sent to individuals or departments for viewing.

The current status of the 2003 regulations and the projected effective date is as follows:

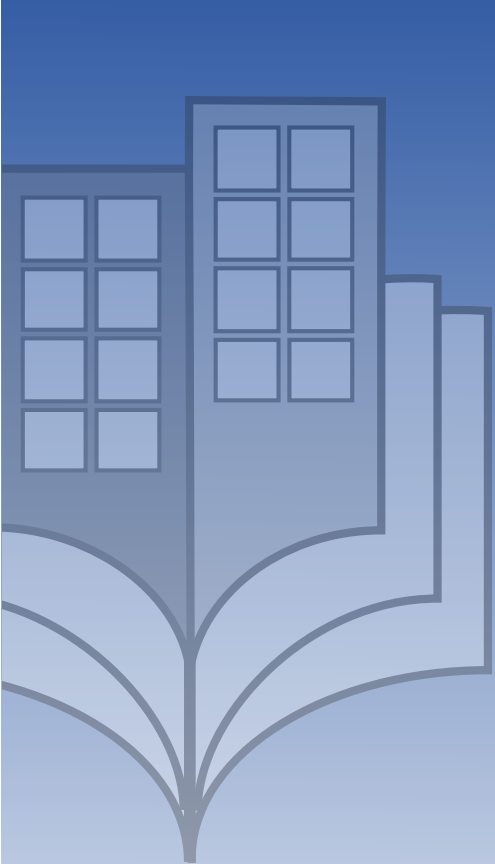
- The Governor signed the entire package of regulations in September.
- The regulations are to be published in the Virginia Register for 30 days in October.
- The expected effective date is November 16, 2005.
- If there are objections to a specific section only that section is suspended and the remaining portions of the regulations would become effective.

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At the July 22, 2005 VBCOA Board of Directors meeting the BFRD informed them of our plans to electronically send out future editions of the Code Connection. There was strong support for this proposal. So let us hear from you on our plans to commence in 2006 of sending the Code Connection to you electronically. This means we have to ensure our email data base is current and has the names of all those wanting to

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receive the Code Connection that will be published quarterly.

To update our database and to prepare plans for next year's Jack Proctor Virginia Building Code Academy training program, we have requested all code officials to provide your current email addresses, job positions and titles, telephone and fax numbers for all code enforcement personnel. We would then be able to update our own website with the directory of designated code officials.

The Building Fire Regulation Division (BFRD) was an active participant in the Joint Conference of VBCOA, VPMIA and VFPA held in Hampton, Virginia October 21-24, 2005. We extend a hearty congratulation to each organization and their planning teams that made this glorious and significant event happen. We will continue to support such joint conference and look forward to your 2nd Joint Conference.

It has long been a goal and part of our current mission for the BFRD to promote the adoption and enforcement locally of the Uniform Statewide Building Code-Property Maintenance Code and the Statewide Fire Prevention Code. Localities can adopt all or parts of these statewide codes after official action by your governing bodies and appointment of a code official. The BFRD can assist with model ordinances and can make presentations on the benefits for the community. Staff will be identifying and contacting localities where local enforcement of the property maintenance or fire codes would be at least worthwhile to consider. If your community has had discussions or would want to hear more about these two statewide codes, please contact Curtis McIver at email [curtis.mciver@dhcd.virginia.gov](mailto:curtis.mciver@dhcd.virginia.gov) and Ed Altizer at email [ed.altizer@dhcd.virginia.gov](mailto:ed.altizer@dhcd.virginia.gov). You can also contact me directly at [emory.rodgers@dhcd.virginia.gov](mailto:emory.rodgers@dhcd.virginia.gov) or at 804-371-7151.

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**A brand new section is contained in this edition of Code Connection.** The Building and Fire Regulation Division staff receives dozens of questions each month about the application and interpretation of the administrative and technical requirements in our Uniform Statewide Building Code, Statewide Fire Prevention Code and the related regulations. Besides keeping you updated on the decisions of the Technical Review Board, we thought it would be of interest and value to share our thoughts and opinion on some of the most often asked questions about our regulations. So for this edition we have selected two topics that have generated much discussion around the state from our 2003 Code Update Training sessions. There questions were:

- Does an emergency egress opening have to be installed when alterations are being undertaken for an existing basement per the 2003 IRC R310.1 as amended by the 2003 USBC?
- Do smoke alarms have to be installed per the 2003 IRC R313.1.1?

It is noted that staff opinions are not legally binding for the code officials. However, our opinions are to increase uniformity and to point out future areas where code changes would be desirable to bring forth clarity and to allow the Board of Housing and Community Development to provide clear direction as to what are to be boundaries and parameters for our building and fire code regulations.

Articles on these two questions are found in the "Code Corner" section of this issue.

## Code Corner

By Division of Building and Fire Regulation Staff

### The IRC and Smoke Alarms/Smoke Detectors

The 2003 IRC R313.1.1 requires retroactive installation of smoke alarms (smoke detectors) where there is undertaken certain alterations, repairs and additions where there is a permit required or when sleeping rooms are added or created in existing dwellings. The smoke alarms shall be installed in the sleeping areas, floor levels and interconnected and hard wired where there is removal of wall and ceiling finishes or there exists a basement, attic or crawl space.

Does the 2003 USBC supersede these retrofit requirements as noted in R313.1.1?

**Answer:** Yes with two exceptions. The first exception being smoke alarms are required pursuant to the 2003 USBC Section 103.4 for additions and the second exception is they are required by Section 103.5 for new or newly created sleeping rooms in an existing dwelling. Interconnected and hardwired smoke alarms are required in the addition, but not for the existing dwelling. Where interconnected smoke alarms already exist in an existing dwelling that is being added on to and they can be interconnected without removing interior finishes the new smoke alarms are required to be interconnected with the existing smoke alarms.

2003 USBC Sections 103.7 and 3411.1 clearly provide that it is the Board of Housing and Community Development's intent that any retrofit measures shall be specifically mandated by the law or regulations except in very narrow specific cases pursuant to 2003 USBC Maintenance Code Section

105.3.1 unsafe conditions not related to maintenance that provides for remedies for a singular unsafe condition to be made safe but not necessarily up to the full code compliance.

2003 USBC Sections 103.5 #1 and Section 103.10 #2 lend support that technical retrofit measures found in any of the referenced model codes and standards are not applicable to existing buildings. Existing dwellings, and parts thereof, not being altered, reconstructed or repaired shall not be required to comply with new code provisions for new construction.

The Code of Virginia § 15.2-922 does provide a mechanism for a locality to enact a retroactive ordinance to require smoke alarms in existing residential dwelling units.

### Finishing Basements and the USBC Alteration Provisions

With the changes in the egress requirements affecting basements in newly constructed homes in the 2000 and 2003 editions of the USBC, questions have been raised concerning whether and when the requirements apply to the conversion of an unfinished basement to a finished basement in existing houses. As the 2003 USBC Training Drafts are now available, this article is based on the 2003 USBC requirements.

The most often raised questions staff has received are whether a new emergency escape and rescue opening is required to be provided when finishing an unfinished basement and whether an emergency escape and rescue opening that is provided in a bedroom in the basement is permitted to satisfy the requirement for such an emergency escape and rescue opening in the non-bedroom area of the basement.

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## Good Things to Know

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### Robert E. Schnetzler

The International Code Council congratulates Robert Erich Schnetzler for being the 24th person from the Commonwealth of Virginia, and one of only 16 persons nationally this year, to achieve the ultimate level of National Certification, Master Code Official. This prestigious level is only achieved through dedication to the profession and ones own personal growth. The years of study and testing required to become a Master Code Professional show not only your knowledge and skill in the profession but also the highest regard for the people we serve and protect through our labors. Once again, congratulation on your grand accomplishment.

These questions are raised primarily when an existing house has a concrete or masonry unit basement below grade on all sides with only the typical small basement windows in the upper portion of the walls. Excavating and cutting the basement walls for a window or door opening and providing a window well is very costly.

Some other related questions which have been raised in relation to older homes are whether the interior stairways leading to such basements have to meet new code requirements and whether other requirements applicable to newly constructed homes can be applied to the basement when the area is changed from unfinished space to finished or habitable space.

Let's start by clarifying the new construction requirements. The 2003 International Residential Code (IRC) provision in question is Section R310.1. The 2003 USBC amends the IRC provision so we would use the amended version. The 2000 USBC, which amended the 2000 IRC language, stated "Basements with habitable space and each sleeping room shall have. . . ." The 2003 provision states, "Basements and each sleeping room designated on the construction documents shall have . . . ."

The purpose of the change in the 2003 code was to require at least one opening in all basements whether finished (habitable) or not and to clarify that no other opening had to be provided unless a bedroom was stipulated on the construction documents.

Would this same new construction criteria be applicable when finishing a basement? Section 103.2 of the USBC would indicate so because it states that all construction has to comply with the provisions of the code and construction includes alterations by definition (in Chapter 2 of the USBC). Therefore, unless modified by another section of the code, alterations have to comply with the requirements for new construction.

Section 103.2 does appear to be modified by Section 103.5, which is the alteration section. There the code states that (i) parts of a building not being altered do not have to comply with new construction criteria, (ii) non-required materials and equipment need only to comply with provisions related to a safe installation, and (iii) materials and equipment may be replaced with similar kind or capacity. However, that section also provides that those three conditions or criteria do not apply if the alteration adversely affects the performance of the building, causes the building to become unsafe or lowers existing levels of health and safety.

So there you have it. It appears that the only tricky thing about applying the code is to decide what the alteration is. In other words, where does the alteration start and stop. In the case of finishing a basement, is the alteration considered to be the whole basement, or only the new rooms or areas created? The term alteration is defined in Chapter 2 of the USBC and means, "Any construction or renovation to an existing structure other than repair or addition."

Well, we thought we had it. Unfortunately, the term "construction" used in the definition of an "alteration" is defined differently in the USBC than in the IBC because it is defined in state law. We use the state law definition instead of the common meaning of the term. The term "construction" under the USBC means, "The construction, reconstruction, alteration, repair or conversion of buildings and structures." So when we apply that definition to the alteration provision, an alteration would encompass the conversion of a building or structure, which is what we now refer to in the USBC as a "change of occupancy classification."

Does that create a problem? Probably not for the basement situation, because there is no change in occupancy classification in finishing an unfinished basement; it's still just a residential (R-5) classification. So we're back to determining what areas the alteration encompasses since that will determine where we apply the new construction requirements. Again, because the term "alteration" includes construction, renovation, reconstruction and alteration, if any of those activities are going on in the basement then we would apply the new construction criteria to those areas. In addition, the first part of the alteration provision, as we stated before, qualifies that determination by providing that if the alteration adversely affects the performance of the building, causes the building to become unsafe or lowers existing levels of health and safety, then it is not permissible.

Now, based on the foregoing analysis of the applicable code provisions, we should be able to answer the questions posed in the beginning of the article.

Is an emergency escape and rescue opening required when finishing a basement and no bedrooms are being designated? Yes.

If a bedroom is created too, is an opening required for the bedroom and can the opening in the bedroom satisfy the requirement for the non-bedroom areas? Yes and yes.

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Does the interior stairway leading to the finished basement have to comply with new construction requirements? Not unless it is being altered.

Do new construction requirements apply to areas in the finished basement not being altered? Not unless the alteration adversely affects the performance of the building, causes the building to become unsafe or lowers existing levels of health and safety. An example might be adding a bathroom which creates a larger demand on the existing plumbing system therefore having to replace the existing building drain or building sewer.

The one thing that hasn't been mentioned in this article, that should be, is that we now have a Virginia Rehabilitation Code as part of the USBC, which can be used for all types of alterations to existing buildings. It also uses the Compliance Alternatives provisions. In general, alterations under the Rehab Code or the Compliance Alternatives provisions would be somewhat less restrictive than new construction requirements, so those options should be made available to the building owners.

## New Modules

### Added to the Jack A. Proctor-Virginia Building Code Academy

In addition to the current twelve certification modules of the Jack A. Proctor Virginia Building Code Academy, an additional two modules have been added. These additional sessions will allow individuals to increase their skills and knowledge in areas they may already be involved in, but want to enhance their skills.

In this publication is an outline of the topics in each module. Should you have any questions please give the Training

and Certification Office a call at 804-371-7180.

### TRAIN-THE-TRAINER MODULE:

This training is for individuals interested in teaching for the Jack A. Proctor-Virginia Building Code Academy. The training may last from 9 to 11 days depending upon the number of applicants in the session. Class will be held once a week for up to 5 weeks followed by 2 to 3 days of "Presentation Critiques" and concluding with a one hour presentation to the "Certification Assessment Panel". Students may choose to opt-out of the class sessions and make a one hour presentation to the Certification Assessment Panel. Each participant must submit a résumé and attend the Core Module as a prerequisite to the program. This class will be scheduled at least once a year. The module will include sessions on:

- **Training Needs Assessments**
- **Facilitation Techniques**
- **Visual Aids**
- **Platform Skills**
- **Design and Development Evaluations**

### PERMIT TECHNICIAN MODULE:

This is a 2-day module designed for individuals who issue or review building, electrical, plumbing, or mechanical permits. This module will be scheduled at least once a year and the Core Module is not a prerequisite for attendance to this session. The module will include:

- **Permits: What & When**
- **Licensing Requirements and Customer Service**
- **Freedom of Information**
- **Records Retention and Disposal Requirements**
- **Preparing and Assembling Information for Boards and Commissions**
- **Meeting Minutes – Taking and**



## Good Things to Know

### Ron Reynolds

Ron Reynolds has taken the position of Chief Engineer with the State Fire Marshal's Office in the Division of Building and Fire Regulation at DHCD. Ron has been in the Central Regional Fire Marshal's office for several years as Regional Engineer. Ron has moved into his new position and we are glad to have him with us.

### Thomas Payne

Join me in welcoming Thomas Daniel Payne, Jr., "Tom" as the new Central Regional Engineer in the State Fire Marshal's Office in Richmond. Tom officially starts the job on October 10th, but won't be in the Richmond office until October 19th since he will be tying up some loose ends in his current position, as Fire Protection Engineer for the Western office in Roanoke. Congratulations and Welcome, Tom!

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## Reporting

to others and their points of view. Strive to promote “uniformity” across the Commonwealth of Virginia in code interpretation and application.

# Virginia State Building Code Technical Review Board

## INTERPRETATION

**Interpretation Number:** 2/2000

**Code:** Uniform Statewide Building Code

**Section No (s):** Sections 126.0 and 130.0

**Question:** Is the International Code Council’s International Property Maintenance Code, as used under the maintenance provisions (Parts I and III) of the Virginia Uniform Statewide Building Code (USBC), a minimum property standards code, e. g. all buildings must meet its standards even if having to be retrofitted?

**Answer:** No; Sections 126.2, 126.3 and 126.4 clearly prohibit the use of Part III of the USBC to require alterations to existing buildings. However, if an unsafe or unfit condition exists, certain minimum steps may be taken to remedy the condition. Section 130.0 addresses such unsafe conditions generally and Section 130.2 specifically addresses conditions which are not related to maintenance.

This Official Interpretation was issued by the State Building Code Technical Review Board at its meeting of May 20, 2005.

## INTERPRETATION

**Interpretation Number:** 3/2000

**Code:** Uniform Statewide Building Code

**Section No (s) :** Sections 111.6.1, 122.4 and 3402.1

**Question:** Sections 111.6.1, 122.4 and 3402.1 all address alterations, however, there are differences in the wording between Section 111.6.1 and Sections 122.4 and 3402.1. Which provision is controlling?

**Answer:** Sections 122.4 and 3402.1 address alterations with no change of occupancy. In accordance with those

sections, alterations shall not result in an increase in hazard to the occupants.

This Official Interpretation was issued by the State Building Code Technical Review Board at its meeting on July 15, 2005.

## Code Academy Lodging Policy Addendum

In the past participants at the Jack A. Proctor -Virginia Building Code Academy have been assigned two to a room in a way that best supported the learning process. This process encouraged networking with participants from other locality’s outside of the jurisdiction in which they were employed. The sleeping arrangements encouraged smaller populated localities to mingle with larger populated localities in order to best understand and support the uniformity of enforcing the codes.

Exceptions to the double occupancy lodging were given to people with medical problems; or special circumstances. Participants not willing to room with others were allowed to make their own arrangements, at their own expense. These individuals were listed on the Code Academy rooming list as “commuter” which did not entitle them to the breakfast or dinner meal.

After careful review of the current lodging policy it has been determined that an addendum to this policy was needed. Therefore, effective January 1, 2006 the lodging policy is as follows:

Participants in academy classes will be assigned double occupancy rooms with another participant. If other lodging arrangements are desired, participants (or locality) may choose to pay 1/2 the lodging fees per night lodged. The Training and Certification Office will submit a lodging invoice to the individual upon completion of the training session.

**Note:** No exceptions will be given to participants with medical disabilities

**Note:** All lodging invoices must be paid in full to obtain future “single” lodging accommodations via Training and Certification Office.

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It is still the intention of the Code Academy to encourage networking at each of the modules. Networking supports the learning process and has been found to be a valuable tool in the structure of our modules. After a Code Academy session participants have made valuable acquaintances which allowed the learning process to continue long after the Code Academy sessions.

## **To All: Code Enforcement Officers, Permit Technicians Inspectors and Plans Examiners**

The International Code Council National Certification Program has opened a new testing center in Fairfax County Virginia. This center will be available for all of our national test dates.

### **Fairfax County Testing Center**

**January 20, 2006**  
**April 28, 2006**  
**July 21, 2006**  
**October 20, 2006**

### **National Test Date**

**December 3, 2005**  
**March 4, 2006**  
**June 10, 2006**  
**September 9, 2006**  
**December 2, 2006**

All of the National exams will be available on these dates. For more information go to the ICC web-site at <http://www.iccsafe.org/certification/bulletin.html> and download the International Code Council's 2006 Candidate Bulletin. Additional information may be obtained by contacting ICC at 1-866-422-3926.



# CLASS INFORMATION AND DESCRIPTIONS

Revised October 2005

The following is information for person(s) considering attending classes of the Jack A. Proctor -Virginia Building Code Academy. Please read this information to determine which classes are required for the certification you plan to obtain during the coming year. PLEASE NOTE: Typically, many of these classes will only be offered twice a year, so plan now to attend if you need that class for certification.

Due to the limited number of times these classes are offered, persons needing a particular class may attend an approved program at a regional or local Building Code Academy for credit. Be sure that the class has been pre-approved by the Training and Certification Office of the Department of Housing and Community Development prior to seeking credit. Note: To obtain credit for attendance at a Regional Code Academy, it is your responsibility to notify DHCD with verification of class attendance.

Training and Certification Office policy requires that class participants attend the entire scheduled class. Neither participants, nor their supervisors, are to schedule any personal or work related activities during class time. Students missing excessive class time are subject to dismissal from the class, or are required to retake the class.

Preference for a class will be given to those persons who require the class for certification for their position. Verification of your need for training will be verified via the signature of the appropriate Code Official. Additional priority will be given to persons who have been previously turned-down for the class. Persons not accountable for code enforcement in Virginia will be allowed to attend classes on space-availability basis. Applicants not responsible for code enforcement for an agency in a jurisdiction participating in the 1.75% Levy Program will be invoiced for the full costs of the training program (fee schedule is attached). Application forms not properly completed and signed may be returned to the applicant.

Should you have any questions regarding the Jack A. Proctor – Virginia Building Code Academy schedule or questions on any of the class descriptions, please call the Training and Certification Office at 804-371-7180 or e-mail:

Training and Development Manager 804-371-7181  
Sharon Smith – Certification Manager 804-371-7185  
[sharon.smith@dhcd.virginia.gov](mailto:sharon.smith@dhcd.virginia.gov)  
Charlotte Carter – Training Manager 804-371-7184  
[charlotte.carter@dhcd.virginia.gov](mailto:charlotte.carter@dhcd.virginia.gov)

**CORE MODULE:** This is a 3-day module required for new code officials within 90 days of appointment and for ALL code enforcement personnel. This module is a prerequisite for acceptance into all other modules and is a requirement for certification. The class will be offered at least four times a year in different parts of the state. There are no prerequisites for attendance at this class. The module will include sessions on:

- *History of the Uniform Statewide Building Code*
- *Introduction to the Statewide Uniform Building Code*
- *Working with the Client*
- *Code Enforcement*
- *Legal*
- *Resources/State Certification Information*

## PROPERTY MAINTENANCE MODULE:

This class is a 3-day module designed for individuals responsible for property maintenance code inspections. The class is required for certification as a Building Maintenance Inspector and /or Building Maintenance Official. This module will be scheduled at least twice a year in areas of the state enforcing the Property Maintenance Code. The module will include sessions on:

- *Administration of the Property Maintenance Code*
- *Unsafe Buildings*
- *Legal Aspects of the USBC related to Maintenance of Existing Buildings*

## AMUSEMENT DEVICE INSPECTOR

**MODULE** (Basic & Advanced): These are a 3-day modules designed for individuals responsible for amusement device inspections in Virginia. The basic module is required for certification as an Amusement Device Inspector. Each class will be scheduled once a year, in the spring, at a location where a traveling carnival is in operation. Applicants must have basic knowledge of mechanical and electrical principles and must attend the Core Module. The modules will include:

- *History and Introduction and Overview of Virginia Amusement Device Regulations*
- *Non-Destructive Testing*
- *Midway Inspections*

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# CLASS INFORMATION AND DESCRIPTIONS

**ELECTRICAL MODULE:** This class is a 3-day module designed for all code enforcement individuals responsible for commercial and residential electrical inspections including Combination General Inspectors and Combination One & Two Family Dwelling Inspectors. The class is required for certification as a 2A – Electrical One & Two Family Dwelling Inspector, 2B-Electrical Inspector General and 2C-Electrical Plans Examiner. This module will be scheduled at least twice per year. Applicants must have a basic knowledge of principles of electricity and have attended the Core Module prior to taking this class. The module will include sessions on:

- *Electrical Field Guide to wiring a safe house*
- *NFPA Electrical Inspection Manual with Checklist*
- *Concealment / Service*
- *Final Inspections*

**MECHANICAL MODULE:** This class is a 3-day module designed for all code enforcement individuals responsible for commercial and residential mechanical inspections including Combination General Inspectors and Combination One & Two Family Dwelling Inspectors. The class is required for certification as a 4-A Mechanical One & Two Family Dwelling, 4B-Mechanical Inspector General and 4C-Mechanical Plans Examiner. This class will be scheduled at least once a year. Applicants must have basic mechanical knowledge and must have attended the Core Module prior to taking this class. The module will include sessions on:

- *Residential Inspection (Concealment/ Rough-In Inspection/Final Inspection)*
- *Commercial ( Duct System Inspection/Appliance Inspection/ Hood and Grease Duct Inspection)*
- *Fuel Gas Inspection (Appliance/ Equipment/Gas Pipe Inspections)*

**BUILDING CODE MODULE:** This class is a 3- day module designed for all code enforcement individuals responsible for commercial and residential structural inspections including Combination General Inspectors and Combination One & Two Family Dwelling Inspectors. The module is required for certification as a 1-A Building One & Two Family Dwelling, 1B- Building Inspector and 1C-Building Plans Reviewer. This class will be scheduled at least twice a year. Applicants must have basic structural knowledge and have some inspection experience and must have attended the Core Module prior to taking this class. The module will include sessions on:

- *Building Footings*
- *Building Foundation/Wall Inspections*
- *Building Roof Construction*
- *Final Interior Inspections*
- *Transition from the 1996 BOCA National Building Code to the 2000 International Building Code*

**PLUMBING MODULE:** This class is 3-day module designed for all code enforcement individuals responsible for commercial and residential plumbing inspections including Combination General Inspectors and Combination One & Two Family Dwelling Inspectors. The class is required for certification as a 5A-Plumbing One & Two Family Dwelling, 5B- Plumbing Inspector General and 5C-Plumbing Plans Examiner. This class will be scheduled at least twice per year in a training facility. Applicants must have basic plumbing knowledge and have attended the Core Module prior to taking this class. The module will include sessions on:

- *Water Service Inspection*
- *Sanitary Building Sewer Inspection*
- *Groundwork Inspection*
- *Concealment Inspections and Final Plumbing Inspection*

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# CLASS INFORMATION AND DESCRIPTIONS

## PLANS REVIEW Non-Structural MODULE:

This class is a 2-day module designed for code enforcement individuals responsible for reviewing non-structural plans, or fire protection plans review. The class is required for certification as a 1C-Building Plans Examiner or 3C-Fire Protection Plans Examiner. This class will be scheduled at least twice a year. Applicants must have basic construction knowledge, an ability to use the USBC, ICC Codes and other various standards and must have attended the Core Module prior to taking this class. The module will include sessions on:

- *Building Planning*
- *Fire-Resistance-Rated Construction Requirements*
- *Fire-Protection Systems*
- *Means of Egress*

**PLANS REVIEW Structural MODULE:** This is a 2-day module designed for code officials, inspectors, plans examiners, design professionals, builders and contractors who need to learn how to conduct a thorough structural plan review, improve their skills in performing a structural plan review. This class will be scheduled at least twice a year. Applicants must have basic construction knowledge, an ability to use the USBC, ICC Codes and other various standards and must have attended the Core Module prior to taking this class. The module will include sessions on:

- *Construction Document Review*
- *Structural Load Review*
- *Foundation Systems Review*
- *Structural Components and Materials Review*

## FIRE PROTECTION SYSTEMS MODULE:

This is a 3-day module designed for individuals inspecting Fire Protection Systems. This class is required for certification in Fire Protection Plan Examiner. This module is scheduled twice a year. Applicants must have a basic knowledge of fire systems and have attended the Core Module prior to taking this class. The module will include sessions on:

- *Sprinkler Inspection/Test Checklist (all types)*
- *Fire Pump Testing*
- *Fire Alarm System Checklist*
- *Kitchen Hood Checklist*

**TRAIN-THE-TRAINER MODULE:** This training is for individuals interested in teaching for the Jack A. Proctor- Virginia Building Code Academy. The training may last from 9 to 11 days depending upon the number of applicants in the session. Class will be held once a week for up to 5 weeks followed by 2 to 3 days of “Presentation Critiques” and concluding with a one hour presentation to the “Certification Assessment Panel”. Students may choose to opt-out of the class sessions and make a one hour presentation to the Certification Assessment Panel. Each participant must submit a resumé and attend the Core Module as a prerequisite to the program. This class will be scheduled at least once a year. The module will include sessions on:

- *Training Needs Assessments*
- *Facilitation Techniques*
- *Visual Aids*
- *Platform Skills*
- *Design and Development*
- *Evaluations*

**PERMIT TECHNICIAN MODULE:** This is a 2-day module designed for individuals who issue or review building permits issued to customers. This module will be scheduled at least once a year. The Core Module is not a prerequisite for attendance to this session. This module will include:

- *Permits: What & When*
- *Licensing Requirements and Customer Service*
- *Freedom of Information*
- *Records Retention and Disposal Requirements*
- *Preparing and Assembling Information for Boards and Commissions*
- *Meeting Minutes – Taking and Reporting*

**ADVANCED OFFICIAL MODULE:** This class is a 3-day module designed for individuals who are code officials, assistant code officials or other supervisors. Other applicants will be accepted on a case-by-case basis. The class is required for certification as a Certified Building Official and Certified Fire Official and Property Maintenance Official. The module is scheduled twice a year. Persons taking this class must have some basic knowledge of the legal aspects, managerial practices, and technical knowledge related to code enforcement, and has attended the Core Module. The module will include:

- *Management/Budget*
- *Leadership*
- *Legal and Media Relations*

# CLASS INFORMATION AND DESCRIPTIONS

## Student Participation

### Logistics:

- There are no fees for participants attending the Jack A. Proctor-Virginia Building Code Academy who are engaged in code related work for local or State agencies that participate in contributing 1.75% levy funds in accordance with § 36-137(7) of the Code of Virginia. Others will be required to pay tuition based upon an established fee schedule of the particular class.
- Participants must provide their own transportation and bear all associated cost such as tolls and parking fees. Living arrangements and all classroom materials will be provided in accordance with Code Academy policy and all classroom materials will be provided.
- Due to the limited number of spaces for Code Academy classes, acceptance to each specific class must be limited. Each applicant will be considered on a case-by-case basis.
- **Participants in academy classes will be assigned double occupancy rooms with another participant.** If other lodging arrangements are desired, participants (or locality) may choose to pay 1/2 the lodging fees per night lodged. TCO will submit a lodging invoice to the individual upon completion of the training session.

Note: No exceptions will be given to participants with medical disabilities

Note: All lodging invoices must be paid in full to obtain future “single” lodging accommodations via TCO.





Department of Housing and Community Development  
 Training and Certification Office  
 501 North Second Street  
 Richmond, Virginia 23219  
 Telephone: 804/371-7140 Fax: 804/371-7092



# 2003 Code Change Training—Phase IV

## Tentative Dates for Make-Up Sessions

### TRAINING OVERVIEW

ONE-DAY SEMINAR All Day Session: 8:00—3:30

#### I—Plumbing, Mechanical, Fuel Gas, Electrical

Mandatory for: Electrical, Mechanical, Plumbing and Combination—One and Two Family Dwelling Inspectors  
 Electrical, Mechanical, Plumbing and Combination—General Inspectors  
 Electrical, Mechanical, Plumbing Plans Examiners

#### II—Building, Residential and Energy Conservation

Mandatory for: Commercial and Residential Building & Combination Inspectors, Building and Fire Plan Examiners, Fire Inspectors.  
 This training is also mandatory for Elevator Inspectors employed by local government and representatives from Elevator companies contracted by local government. Elevator inspectors should only attend the building portion (IBC).

#### III - Uniform Statewide Building Code, Statewide Fire Prevention and Technical Amendments

Mandatory for: All "DHCD" certificate holders

#### Notes:

1. There will be no pre-registration. Register on site for the entire session
2. There is no cost for the seminars; lunch is on your own (Instructor will determine lunch time frame)
3. It is recommended you bring the appropriate 2003 I-Code's
4. Please note: Watch the DHCD, VBCOA, VPMIA and VFPA web-sites for training sites for the remainder of 2005 .

## TRAINING DATES AND LOCATIONS

I

January 10th—Roanoke Area  
 January 11th—Danville Area  
 January 17th—Newport News Area  
 February 2nd—Fredericksburg Area  
 February 3rd—Richmond Area

II

January 31st—Hampton Area  
 February 13th—Richmond Area  
 February 14th—Middletown Area  
 March 29th—Roanoke Area

III

December 13th—Tidewater Area  
 December 14th—Emporia Area  
 January 17th—Loudoun Area  
 January 18th—Richmond Area

## Phase V-2006

### Upcoming Classes (Dates to be announced)

**Classes on:** Energy Code , Existing Buildings, Accessibility for Multi-Family buildings, Technical Review Board Process, Property maintenance Code/Rental Inspection Program, and International Residential Code Plan Review



# 2006 Jack A. Proctor Virginia Building Code Academy Schedule



Enclosed is the 2006 Jack A. Proctor-Virginia Building Code Academy Schedule. The schedule includes module titles, dates, general locations and application deadline dates. Please check our web-site [www.dhcd.virginia.gov](http://www.dhcd.virginia.gov) periodically for secured module locations and any changes to this schedule. Additional classes may be added or deleted as deemed necessary.

It should be noted that the mechanical, electrical, plumbing and building inspection modules are consolidated into a three-day format, covering both the residential and commercial elements of the inspection process. By completing the appropriate consolidated modules and passing the required examinations, individuals will meet the training requirements for state certification in both the residential and commercial inspection areas of discipline. Should you have any questions identifying your training needs you may contact Charlotte Carter, Training Program Manager, at 804-371-7184 or e-mail her at: [charlotte.carter@dhcd.virginia.gov](mailto:charlotte.carter@dhcd.virginia.gov)

Candidates seeking state certification in Virginia have two choices for examinations recognized by the Department of Housing and Community Development. You may register with Promissor to take the International Code Council (ICC) exams by calling 1-800-275-2301 or through Experior to take the National Certification Program for Construction Code Inspectors (NCPCCI) exams by calling 800-864-5309. Please note: There is no ICC certification for elevator; therefore inspectors must take the NCPCCI elevator examination. For help on identifying and registering for these examinations, you may contact Sharon Smith, Certification Program Manager, at 804-371-7185 or e-mail her at: [Sharon.smith@dhcd.virginia.gov](mailto:Sharon.smith@dhcd.virginia.gov)

Also enclosed are: Class information and descriptions, Code Academy fee schedule (Note: # 5 & 6 apply to all applicants) and two Quick Reference Guide's to Training (ICC and NCPCCI).

The Training and Certification Office staff would like to stress the importance of an applicant completing all applications in their entirety to be considered for the requested module. When applications are not completely filled out, we cannot accurately assess the immediate need for training.



# Jack A. Proctor Virginia Building Code Academy Schedule of Classes January – December 2006



Department of Housing and Community  
Development

Training and Certification Office

501 North Second Street

Richmond, Virginia 23219

Telephone: 804/371-7180 Fax: 804/371-7092

This schedule sheet **MUST** accompany  
your application.

**Important Notice !!**

Check the box of the preferred class.

Check (only one)	Date	Module	Location	Application Deadline
	Jan. 10-12	Building Inspection	Richmond Area	Dec. 9
	Jan. 17-19	CORE	Richmond Area	Dec. 16
	Jan. 24-26	Property Maintenance	Fredericksburg Area	Dec 23
	Feb. 8-9	Plans Review Non-Structural	Roanoke Area	Jan. 6
	Feb. 21-23	Electrical Inspection	Roanoke Area	Jan. 20
	Mar. 7-8	Plans Review Structural	Fredericksburg Area	Feb 7
	Mar. 14-16	Mechanical Inspection	Fredericksburg Area	Feb. 14
	Mar. 21-23	CORE	Lynchburg Area	Feb. 17
	Mar. 28-30	Advanced Official	Richmond Area	Feb. 28
	Apr. 11-13 *	Amusement Device Inspection	Charlottesville Area	Mar. 10
	Apr. 18-20	Plumbing Inspection	Roanoke Area	Mar. 17
	Apr. 25-27	Fire Protection System Inspection	Fredericksburg Area	Mar. 24
	May 2-4	Electrical Inspection	Roanoke Area	Mar. 31
	May 9-10	Permit Technician	Tidewater Area	Apr. 7
	May 16-18	CORE	Northern Area	Apr. 14
	May 23-25	Building Inspection	Southwestern Area	Apr.21
	June 6-8	Mechanical Inspection	Fredericksburg Area	May 5
	June 13-15	Property Maintenance	Tidewater Area	May 12
	June 20-22	Plumbing Inspection	Tidewater Area	May 19
	July 12-13	Plans Review Non-Structural	Tidewater Area	June 12
	Aug. 15 **	Train the Trainer	Richmond Area	July 15
	Aug. 29-31	CORE	Charlottesville Area	July 15
	Sept. 11-12	Plans Review Structural	Charlottesville Area	Aug. 11
	Sept. 13-15	Electrical Inspection	Charlottesville Area	Aug. 11
	Sept. 19-21	Mechanical Inspection	Southwestern Area	Aug. 18
	Sept. 26-28 *	Advanced Amusement Device	State Fairgrounds	Aug. 25
	Oct. 3-5	Advanced Official	Richmond Area	Sept. 1
	Oct. 10-12	Property Maintenance	Tidewater Area	Sept. 8
	Nov. 1-3	Fire Protection System Inspection	Fredericksburg Area	Oct. 2
	Nov. 7-9	Building Inspection	Richmond Area	Oct. 6
	Nov. 14-16	Plumbing Inspection	Southwestern Area	Oct. 13
	Dec. 5-7	CORE	Tidewater Area	Nov. 3

\***Amusement Device Modules** - Dates are tentative based on a traveling carnival's availability.

\*\***Train the Trainer Module** – Training will be start on August 15th and will be scheduled for one day a week the following weeks. This training may last from 9 to 11 days depending upon the number of applicants in the session. See class descriptions for further information. Please note: A resume' must accompany your application for this module

# APPLICATION FORM

Please fill out this application completely to be considered for a VBCA module

- Ranking: \_\_\_\_\_ Initials of Code Official: \_\_\_\_\_

## Code Connection 15



Department of Housing and  
Community Development  
The Jackson Center  
501 North Second Street  
Richmond, Virginia 23219

#### We're on the Web:

<http://www.dhcd.virginia.gov/>

## Code Connection Subscription

“Code Connection” is published by the Department of Housing and Community Development. The purpose of the publication is to keep interested parties aware of events on the state and local levels. The newsletter addresses training schedules, interpretations by the Technical Review Board, and articles of interest to building and fire-prevention professionals.

“Code Connection” may be sent to you electronically or by mail **FREE** of charge. To be added to our mailing list, please complete the following information and send it back to our office.

Name \_\_\_\_\_  
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Telephone \_\_\_\_\_ Email \_\_\_\_\_